

29 October 1976

MEMORANDUM FOR: The Record

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FROM : [REDACTED]
ADMAG Recorder

SUBJECT : ADMAG Meeting with the DDA
26 October 1976

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1. A meeting was held with Mr. Blake, DDA, [REDACTED] A/DDA, and [REDACTED] EO/DDA, on 26 October 1976 in the DDA conference room. ADMAG members present were:

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[REDACTED]
Finance
Communications
Data Processing
MG
Medical Services
Logistics
Security
Training
Personnel

2. The meeting's topics were the role of ADMAG, how ADMAG functions, and the possibility of new directions for ADMAG.

3. The discussion of ADMAG's current role dealt with participation at Trends and Highlights sessions and follow-up of issues surfaced at the sessions.

4. The topic of whether ADMAG is worthwhile was discussed, leading to a suggestion from Mr. Blake that the DDA exercise the initiative in guiding ADMAG. He suggested these possible areas for investigation and comment:

a. Deciding whether to continue Letters of Instruction (LOI).

- b. Assessing internal communications in the individual offices.
 - c. Reviewing directorate and office Management by Objectives (MBO).
 - d. Commenting on an agency objective which concerns the "Perceived Status" of employees.
 - e. Finding ways to measure and improve morale.
5. Mr. Blake will send a list of topics to ADMAG and the group will select a topic or topics to pursue.

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